

STATE OF HAWAII  
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS  
Business Registration Division  
335 Merchant Street  
Mailing Address: P.O. Box 40, Honolulu, Hawaii 96810

**INSTRUCTIONS FOR FILING ARTICLES OF ORGANIZATION FOR  
LIMITED LIABILITY COMPANY**  
(Section 428-203, Hawaii Revised Statutes)

**Instructions:** Articles must be typewritten or printed in **black ink**, and must be **legible**. If additional space is required, use an attachment. Attachment must be typewritten or printed in black ink on 8-1/2 x 11 white, bond paper, printed only on one side. The articles must be signed and certified by at least one organizer of the company. All signatures must be in **black ink**. Submit original articles together with the appropriate fee. The date of registration will be the date the Articles of Organization is filed in compliance with the Uniform Limited Liability Company Act.

(Optional) If a certified copy is required, the fee for one certified copy is \$10.00.

- Article I. State the exact company name. The name must contain the words *Limited Liability Company* or the abbreviation *L.L.C.* or *LLC*.
- Article II. State the mailing address (including city, state, and zip code) of the company's initial principal office.
- Article III. State the name of the company's registered agent and the complete street address (including number, street, city, state, and zip code) of its registered office in the State of Hawaii. The agent may be either an individual resident of Hawaii, a domestic entity, or a foreign entity authorized to transact business or conduct affairs in the State of Hawaii, whose business office is identical with the registered office. If the agent is an entity, list the state or country in which it was incorporated, formed or organized. The agent's business office shall be identical to the company's registered office.
- Article IV. State the name and complete street address (including number, street, city, state, and zip code) of each organizer of the company.
- Article V. Check whether the period of duration of the company is at-will or for a specified term. Enter the expiration date if duration is for a specified term.
- Article VI. Check whether the company is manager-managed or member-managed. State the names and complete addresses of either the initial managers if manager-managed or the initial members if member-managed. If manager-managed, state the number of initial members.
- Article VII. Check whether the members are liable or not liable for the debts, obligations and liabilities of the company.

**Filing Fees:** **Filing fee (\$50.00) is not refundable.** Make checks payable to DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS. Dishonored Check (\$15 fee plus interest charge).

**NOTICE: THIS MATERIAL CAN BE MADE AVAILABLE FOR INDIVIDUALS WITH SPECIAL NEEDS. PLEASE CALL THE DIVISION SECRETARY, BUSINESS REGISTRATION DIVISION, DCCA, AT 586-2744, TO SUBMIT YOUR REQUEST.**